



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

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**Title:** Agency Services Representative Trainee

**Posting Number:** M&B-2022-12

**Open to:** General Public

**Workweek:** 35 (35-hour) Workweek

**Salary:** (A99) \$29,635.20 (Non-Negotiable)

**Opening Date:** 4/18/2022

**Closing Date:** 5/2/2022

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Management & Budget  
Health Safety and Facility Management  
DEP Support Services  
401 East State Street, 1st Floor  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required.

**Specific to the Position:** Under supervision, types and performs routine, repetitive clerical work of a varied nature. Learns to compose basic correspondence in response to in-person or phone requests from customers or others. Will be required to learn various types of computerized information systems used by the agency, office or related units. Learns to perform technical duties involving the review, processing, data entering and issuance of agency documents.

**Preferred Skill Set:** Excellent customer service skills, organization skills; ability to type and proofread work assigned; ability to work effectively with others and meet demanding time frames.

## Requirements

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A.

52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:**

Melissa Burk-Pocino

Management & Budget

E-mail Address: [EXECUTIVE.Resumes@dep.nj.gov](mailto:EXECUTIVE.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**